



# FIRST CITY UNIVERSITY COLLEGE

DKU031(B) JPT/BPP(D)1000-701/589

No. 1, Persiaran Bukit Utama, 47800 Petaling Jaya  
Selangor Darul Ehsan, Malaysia.

Tel: +603-7727 3200 Email: enquiry@firstcity.edu.my Website: www.firstcity.edu.my



## COURSE APPLICATION FORM FOR INTERNATIONAL STUDENTS

### HOW TO APPLY

1. Complete and sign the application form.
2. Enclose certified true copy of each relevant certificate and transcript:
  - a) High or Secondary School
  - b) Pre-University or equivalent
  - c) Certificate / Diploma / Bachelor or equivalent
  - d) School Leaving Certificate / Testimonial
3. Enclose a copy of your valid passport biodata page.
4. Email your completed application form and supporting documents to application@firstcity.edu.my

### Notes:

1. If you are waiting for your official examination results, please submit a copy of your school's forecast result or trial examination result.
2. Please translate the certificates and transcripts into English if applicable.
3. Eight (8) recent passport size coloured photographs.
4. The application must be accompanied by a non-refundable and non-transferable application fee.
5. All payments by Bank Telegraphic Transfer (TT) / Online Banking must be made in favor of 'First City Corporation Sdn Bhd'.

### For Office Use Only

Student No:	Offer: Unconditional	Checked by:
Programme Code:	Conditional	Date:
Intake:		

### Personal Particulars

Name (As stated in your Passport)					
Pasport Number			Pasport Expiry Date		
Gender	Male / Female		Date of Birth		
Correspondence Address					
Email Address					
Mobile Phone			House Phone		
Nationality		Religion		Marital Status	Single / Married
Name of Parent / Guardian					
Occupation of Parent / Guardian					
Permanent Address (if different from Correspondence Address)					
Parent/ Guardian Mobile Phone			Parent/Guardian House Phone		
Parent/Guardian Email Address					

### Programme Particulars

Programme Applied For	
Intake / Year	

### Programme Particulars

<b>O-Levels</b>	YES / NO	<b>A-Levels</b>	YES / NO	<b>Foundation</b>	YES / NO	<b>Years Take</b>	
<b>Diploma</b>	YES / NO	<b>Degree</b>	YES / NO	<b>Home Country Qualification</b>	YES / NO	<b>Years Take</b>	
<b>IELTS</b>	YES / NO	<b>TOEFL</b>	YES / NO	<b>Score</b>		<b>Years Take</b>	

Name of School / College / University Attended	Year	
	From	To

### Employment Particulars (if Applicable)

Employer		Tel. No.	
Position Held		Form	to

### Health Declaration

Do you have any disabilities or long term medical conditions?	NO		YES	
If yes, please provide details and attach all relevant document(s).				

## Privacy Statement

Your personal information collected in this form or otherwise provided in support of your application (“Personal Data”) is processed, retained and used by First City University College in accordance with the Malaysian Personal Data Protection (PDP) Act 2010. Your personal Data may be collected from or disclosed to relevant bodies including your parents/ guardians/ sponsors, government agencies, etc. for the verification of your grades, qualifications and/ or experience, the processing of your visa application and/ or as otherwise required of First City University College by applicable laws or relevant authorities. First City University College may also retain and continue to process your Personal Data after your completion of the programme enrolled for, or otherwise upon you ceasing to be a student of First City University College, for archiving purposes, in relation to First City University College’s alumni events and activities and/ or to maintain records of your grades qualifications and/ or experience as may be required by First City University College and/ or other institutions with whom you enroll for other programmes hereafter. All documents that you provide to First City University College become the property of First City University College and will not be returned to you. You have the right to access or update your Personal Data, or make inquiries or submit any concerns thereto, by contacting the Registry Office at [registry@firstcity.edu.my](mailto:registry@firstcity.edu.my)

### Declaration

I hereby declare that the information provided is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript(s), may invalidate my application and that First City University College may withdraw an offer or cancel my enrolment in consequence thereof.

As a registered student of First City University College, I confirm and consent for the University College to use my personal information, photographs, images or recordings of me in any publicity and/or promotional exercise.

First City University College shall be deemed to have notified me in writing via email or postal address on record.

I hereby agree to abide by the policies, rules and regulations of First City University College at all times.

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Signature of Applicant

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Date (dd/mm/yyyy)

**Declaration by Parent / Guardian**

I hereby agree to the following:

1. Pay in full all fees, charges and security deposit due promptly for the duration of the programme
2. First City University College's Payment and Fees Refund Policy
3. First City University College has the right to bar my child / ward from attending classes and sitting for examinations in the event I fail to pay any fees / charges due promptly

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (dd/mm/yyyy)

\_\_\_\_\_  
Name of Parent / Guardian

\_\_\_\_\_  
Passport Number